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August 19, 1998

COMPTROLLER'S MEMORANDUM NO. 1998-24

TO: All Department Heads

SUBJECT: Year 2000 Compliance

The purpose of this memorandum is to remind each department of its obligation to complete all year 2000 compliance remediation by September 1999, and to inform departments of the due dates of the Year 2000 status report to Information and Communication Services Division (ICSD). This memorandum also describes the updated release of the Departmental Year 2000 Tracking System, with instructions for its use.

The next Year 2000 report is due to ICSD by September 8, 1998, for the reporting period through August 31, 1998. Subsequent Year 2000 status is due to the ICSD by October 8, 1998 for the reporting period through September 30, 1998. It is critical for each department to enter schedule and progress data completely, and accurately and submit its data on time to the ICSD. Please submit all completed reports and diskettes by the due date.

The Year 2000 Compliance Tracking System is not a Project Management/Project Scheduling system; it is a reporting mechanism. Each project must use its detail project management and scheduling methodology/automated system for regular project monitoring. Each department project may be required to produce its detail project plan and schedule, which can be reconciled to the status report submitted to the ICSD.

As a reminder, each department/agency should establish at least two year 2000 compliance projects, in addition to any modification or replacement projects that are needed, one for embedded systems research and remediation and one for PC compliance testing and remediation. The data submitted to the ICSD should include all projects.

The ICSD has updated the Departmental Year 2000 Tracking System and the updated release must be used to enter status data for submission to the ICSD. The instructions for use of the system are attached along with diskettes containing updates to the new system and your department/agency data which may have been corrected or updated by the ICSD in its consolidation effort.

The ICSD has updated the automated system as follows:

1. Correction to tables and, therefore, the pull down selection of phase code for each project.

2. Addition of the ability of users to consolidate department projects before a copy of the database is submitted to ICSD. Multiple diskettes may continue to be submitted to the ICSD for statewide consolidation, but it may be convenient for departments to perform consolidation and reporting for information and to assure uniqueness of key, PMS Code, data and accuracy/completeness of information reported for its projects.

The Departmental Year 2000 Tracking System User Guide has also been updated to reflect the most recent enhancements and the revised pages are attached for your information.

Should your staff have any questions or experience any difficulties loading or using the most recent release of the system, restoring data, or any other problem, please have them call Ms. Barbara Tom at 586-1920, Mr. Don Hongo at 586-1850, or Mr. Jimmy Thai at 586-1850 immediately. Mr. Thai is the primary technical expert for support of the system and may guide your staff in any problem identification/resolution effort that is needed.

If you have any questions, please call me at 586-0400 or Mr. Thomas Yamashiro, ICSD Administrator, at 586-1910.

RAYMOND H. SATO
State Comptroller


Attachments
Enclosures (diskette)

c: Governor's Office
   DP Coordinators

EDPPMO/8733

SOFTWARE AND DATA UPGRADE

In order to update your <u>current version</u> of the software with the new release and merge your existing data with the data that was provided to ICSD, you must do the following:

1. Backup your data by selecting "<u>**Copy Database to Diskette**</u>" from the Main Menu of the Year 2000 Tracking System. The following screen will appear:
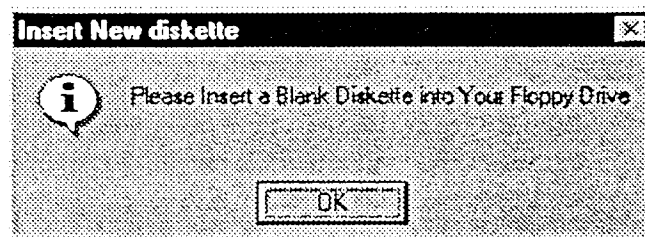

- Insert your blank formatted diskette into your floppy drive. Click OK. The following screen will appear:
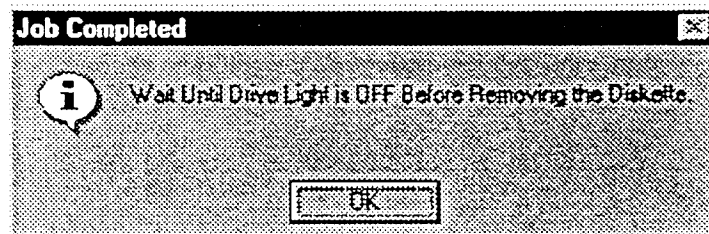

- Upon completion of the copy process, click on "**OK**" to return to the Year 2000 Menu.
- Click on "EXIT" to leave the Year 2000 Tracking System.
- To ensure that your backup was successful, double click on "**MY COMPUTER**" on your desktop. Double click on your floppy drive. Ensure that file "**DEPT2K.MDB**" is there.
- Close all windows and remove your floppy diskette.

2. To update your current version of the software with the new release and populate it with the data that was submitted to ICSD, do the following:

- From your desktop, click on the "**START**" button.
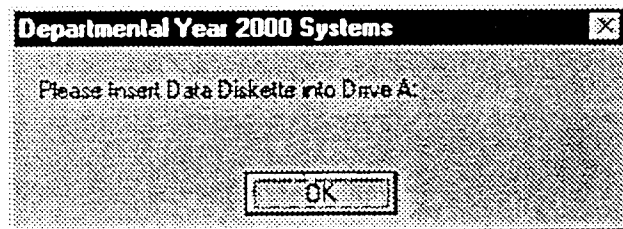- Click "**RUN**".
- Type "**a:\install**"

- Click "**OK**".
- The following screen will appear:
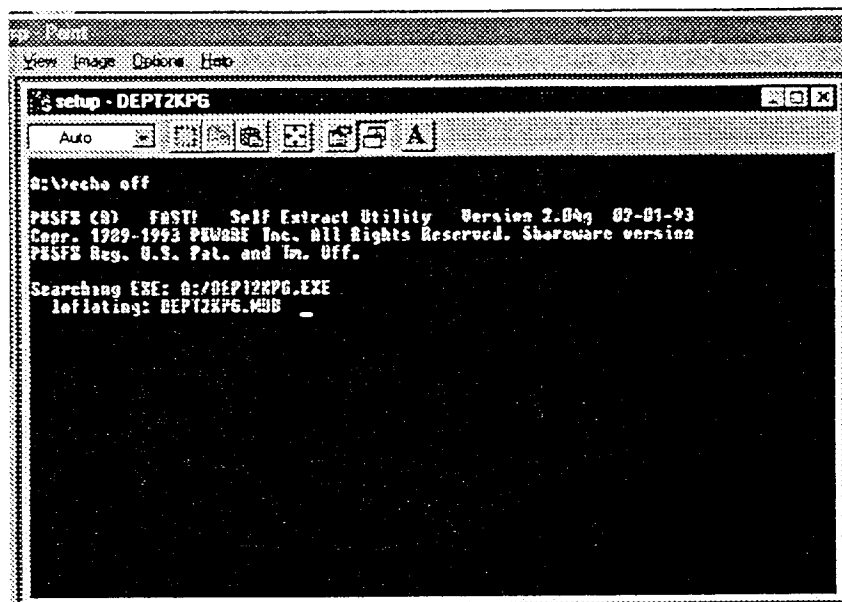
- When this screen disappears, the software on your personal computer will contain the most current version of the application. Also, the database will be populated with the information that was transmitted to ICSD.

3. To merge the data from your personal computer with that of the new software (and data), you must do the following:
   - Note: Should matches be found (based on PMS code), between the applications sent to ICSD and those that are found on your backup diskette, the applications (and information) from ICSD will prevail. Applications found on your backup diskette (based on PMS code) that were not sent to ICSD will be appended to the file.
   - From the Main Menu, select **Consolidate Diskette Data into Current Database**. The following screen will appear:

Consolidation Data ☒

Do you want to consolidate data from diskette?

Yes   No
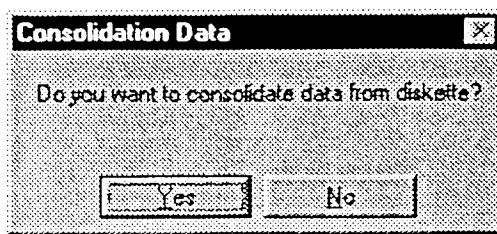
- Click Yes. The following screen will appear:

Departmental Year 2000 Systems ☒

Please insert Data Diskette into Drive A:

OK

- Insert your diskette into your floppy drive. Click OK. When the following screen appears, the consolidation process is complete.

Job Completed ☒

Job Completed. Please Verify All Your Files.

OK
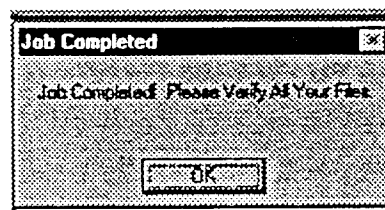
Click OK and verify your data.

UPDATES FOR THE DEPARTMENTAL USERS' MANUAL

	PAGE(S)	UPDATE(S)
1.	1	With pages 1.1 and 1.2
2.	16 and 17	With pages 16 and 17
3.		Insert pages 31.1 thru 31.3 after page 31
4.		Insert page 45.1 after page 45
5.	47	With page 47

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MAIN MENU

This is the Main Menu that allows you to access all functions of the system.
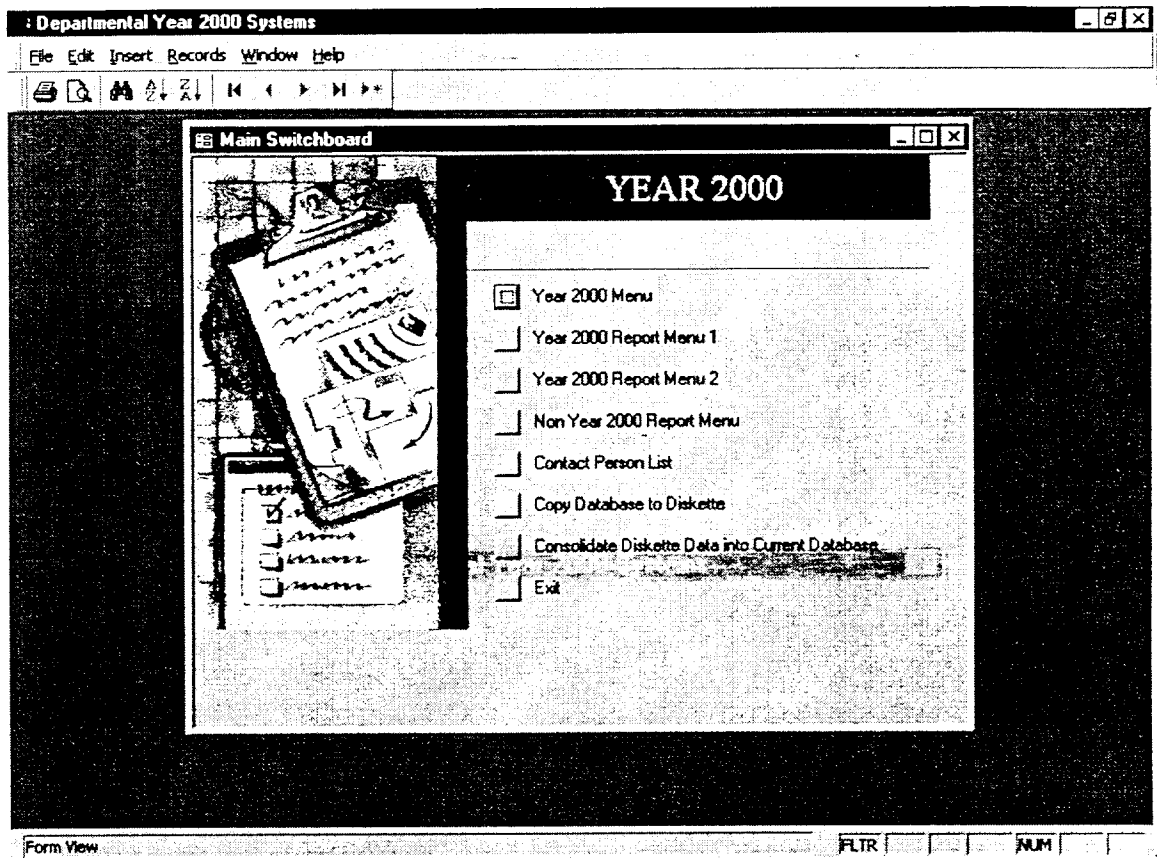
Year 2000 Menu

Select this item to input and update information on your system(s), update the status of your system(s), and query your system(s).

Year 2000 Report Menu 1

Select this item to generate your Year 2000 reports in the following areas:

- All your system(s)
- Your completed system(s)
- Systems that are being converted

- Status of the system(s) that are being converted
- System(s) that have not started the conversion process
- Status of the system(s) that have not started the conversion process
- Summary report

Year 2000 Report Menu 2

Select this item to generate your Year 2000 report(s) in the following area:

- System descriptions

Non Year 2000 Report Menu

Select this item to generate your Non-Year 2000 report(s) in the following area:

- System descriptions

Contact Person List

Select this item to generate your report(s) in the following area(s):

- Departmental contact person telephone numbers

Copy Database To Diskette

Select this item to copy your data onto a 1.44" floppy diskette. This diskette can then be sent to the Information and Communication Services Division (ICSD) for statewide consolidation.

Consolidate Diskette Data Into Current Database

Select this item to consolidate multiple databases into a single database for departmental reporting purposes.

Exit

Select this item to leave the Year 2000 Tracking System.

DELETE SYSTEM

From the Main Menu, select **Year 2000 Menu**. The following screen will appear:
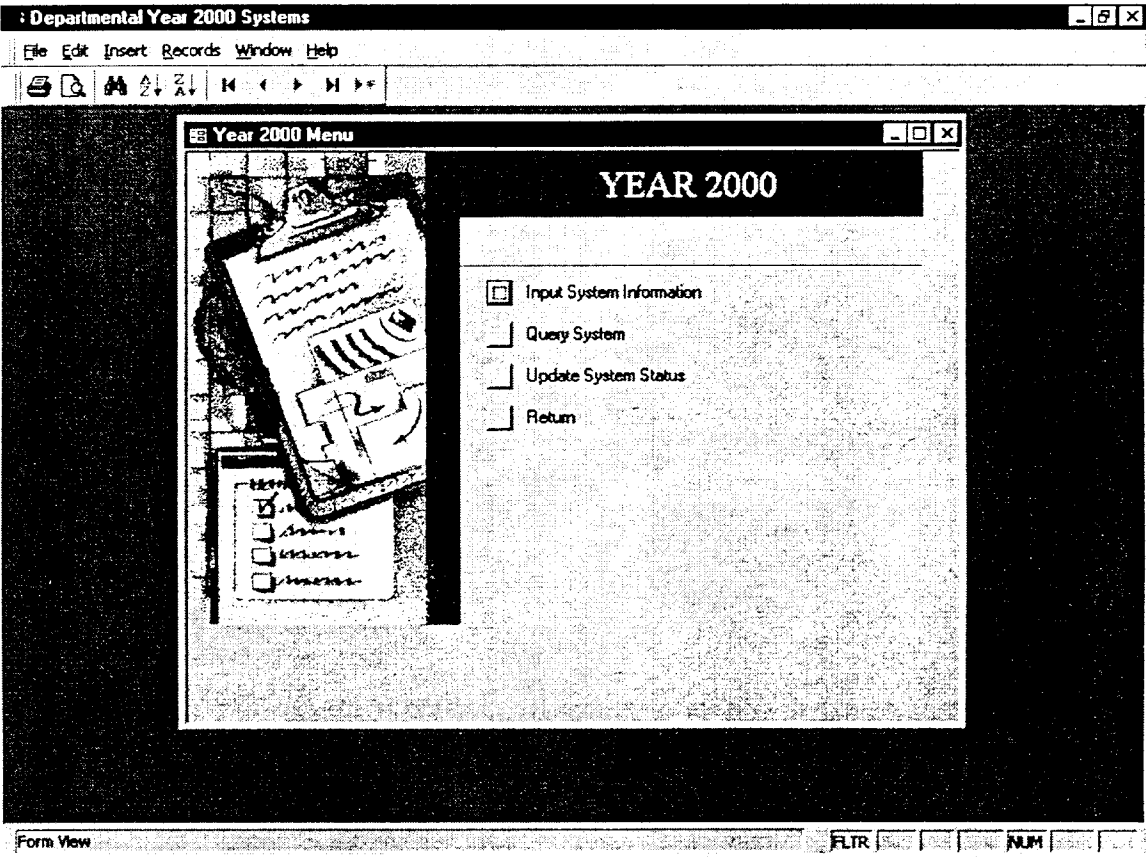
From the Year 2000 Menu, select **Input System Information**. The following screen will appear:

Edit

- Find the system that you want to delete.
- Click on "Edit".
- Select "Delete Record".
- The following screen will appear:

> ⚠️ **Relationships that specify cascading deletes are about to cause 1 record(s) in this table and in related tables to be deleted.**
>
> Are you sure you want to delete these records?
>
> [**Yes**]   [No]   [Help]
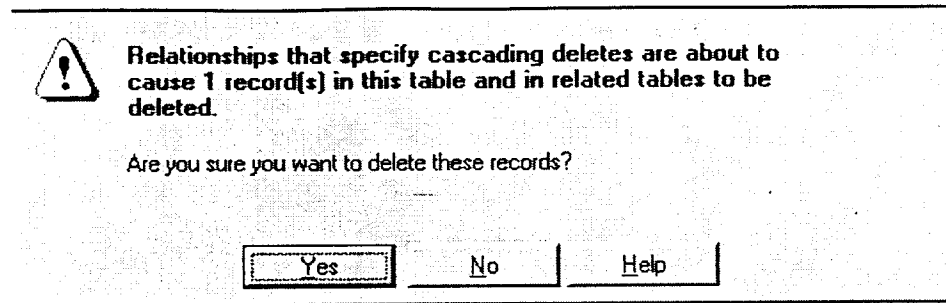
Click Yes and the project and all of its associated status records will be deleted.

CONSOLIDATE DISKETTE DATA INTO CURRENT DATABASE

In order to consolidate multiple diskettes into a single database for your department, you must first of all copy the various databases onto diskette (see COPY DATABASE TO DISKETTE page 45 of your manual). Then, from the Main Menu, select **Consolidate Diskette Data into Current Database**. The following screen will appear:

```
┌─────────────────────────────────────────┐
│ Consolidation Data                   [X] │
├─────────────────────────────────────────┤
│                                          │
│   Do you want to consolidate data from diskette? │
│                                          │
│                                          │
│        ┌──────────┐   ┌──────────┐       │
│        │   Yes    │   │   No     │       │
│        └──────────┘   └──────────┘       │
└─────────────────────────────────────────┘
```
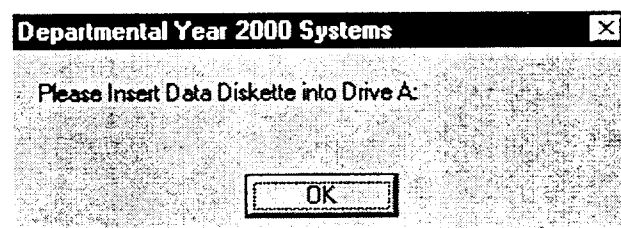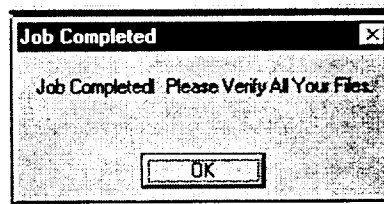
Click Yes.

```
┌─────────────────────────────────────────┐
│ Departmental Year 2000 Systems       [X] │
├─────────────────────────────────────────┤
│                                          │
│   Please Insert Data Diskette into Drive A: │
│                                          │
│              ┌──────────┐                │
│              │    OK    │                │
│              └──────────┘                │
└─────────────────────────────────────────┘
```
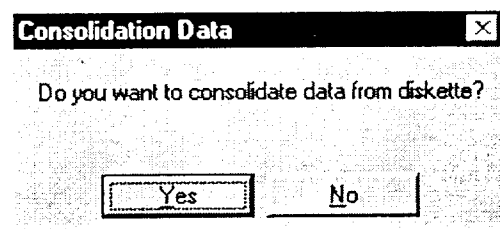
Place the diskette into your floppy drive and click OK.

```
┌─────────────────────────────────────────┐
│ Job Completed                        [X] │
├─────────────────────────────────────────┤
│                                          │
│   Job Completed. Please Verify All Your Files. │
│                                          │
│              ┌──────────┐                │
│              │    OK    │                │
│              └──────────┘                │
└─────────────────────────────────────────┘
```

Verify your files and click OK.

Repeat the consolidation process until all of your departmental data has been copied into a single database.

APPENDIX A

Alpha Code	Department
A	Agriculture
B	Business, Economic Development, and Tourism
C	Land and Natural Resources
D	Transportation
E	Education
F	University of Hawaii
G	Defense
H	Health
I	Hawaiian Home Lands
J	Judiciary
K	Human Services
L	Labor and Industrial Relations
M	Accounting and General Services
N	Attorney General
O	Budget and Finance
P	Human Resources Development
Q	Office of the Governor
R	Commerce and Consumer Affairs
S	Office of the Lieutenant Governor
T	Taxation
U	Libraries
V	Public Safety
Y	Legislative Reference Bureau
Z	Office of Hawaiian Affairs